

To: All Administrators
From: Virginia Ramie, Professional Development Department
Date: July 24, 2023
Subject: 2023-2024 Evaluation Procedures

The following dates represent the 2023-2024 *recommended guideline for tracking dates* for the submission of evaluation documents to Professional Development via the iObservation site. Please note that these *guidelines* have been identified by employee category for ease of reference. Also, the name of the person to whom questions should be directed concerning the completion and submission of the referenced evaluation instrument(s) is provided in parenthesis.

Classification	Description	
Instructional Classroom (ICE)*	Category 1	PP/00, 01, 02
	Category 2 A	03, 04, 05, 06, 07, 08, 09, 10, 11, etc... annual
	Category 2	PSC
	Struggling	Identified as needed by Principal
Non-Classroom Instructional Personnel (NCIPE)**	NCIPE A	Annual
	NCIPE	PSC
	Deans, Guidance Counselors, Resource Teachers, Athletic Directors, Psychologists, Social Workers, Vision & Hearing Teachers, Speech & Language Pathologists, Resource Compliance Specialists, ESOL Compliance Specialists, Media Specialists, IMPACT/PLATO Teachers, Curriculum Resource Teachers, Career Specialists, Instructional Coaches, Osceola Virtual Teachers, and other instructional positions that do not serve students in the traditional classroom setting.	
Professional Support Staff	Non-instructional Staff	
Administrative Staff	School Based Administrator	
	District Level Administrator	

*Please reference the Instructional Classroom Evaluation Handbook for more detailed information.

**Please reference the Non-Classroom Instructional Personnel Evaluation Handbook for more detailed information.

Due to DOE reporting requirements, all evaluations for all employee groups must be completed electronically. No paper submissions will be accepted.

Instructional Classroom Teachers (ICE)

Date	Step Completed by	Classification	Description
August 31, 2023	Principal	ALL Instructional Classroom Staff	<ul style="list-style-type: none"> Deadline for providing overview to instructional staff on evaluation and observation instruments by administrators in accordance with the teacher contract (Virginia Ramie)
August 31, 2023	Instructional Classroom Staff	ALL Instructional Classroom Staff	<ul style="list-style-type: none"> Deadline for staff to complete all components of "SDOC Employee Orientation, 2023-24" (20 days after initial start day) (Janice Franceschi)
October 12, 2023	Instructional Classroom Staff	Category 1 Teachers	<ul style="list-style-type: none"> First Formal Observation completed and finalized in the iObservation site (Virginia Ramie)
October 13, 2023	Instructional Classroom Staff	ALL Instructional Classroom Staff	<ul style="list-style-type: none"> Self-Assessment for Growth Plan completed and finalized in the iObservation site Target element, Growth Plan goal and action steps identified for administrative approval in the iObservation site (Virginia Ramie)
October 27, 2023	School Site Administrator	ALL Instructional Classroom Staff	<ul style="list-style-type: none"> Target element, Growth Plan goal and action steps approved in the iObservation site (Virginia Ramie)
August 21, 2023 - December 8, 2023	School Site Administrator	ALL Instructional Classroom Staff	<ul style="list-style-type: none"> Observation in BOTH Domains 1 & 4 completed and finalized in the iObservation site (Virginia Ramie)
December 15, 2023	School Site Administrator	Category 1 Teachers	<ul style="list-style-type: none"> All observations in Domains 1-4 that contribute to the Mid-Point Evaluation MUST be finalized in the iObservation site (Virginia Ramie)
August 21, 2023 – January 26, 2024	School Site Administrator	ALL Instructional Classroom Staff	<ul style="list-style-type: none"> Initial Professional Improvement Plan meeting conducted for teachers identified as needing improvement (Professional Development Department)
January 19, 2024	School Site Administrator	Category 1 Teachers	<ul style="list-style-type: none"> Mid-Point Evaluations (reflective of 1st semester observations only) electronically acknowledged by School Site Administrator and Classroom Teacher in the iObservation site (Virginia Ramie)
January 3, 2024 – March 8, 2024	School Site Administrator	ALL Instructional Classroom Staff	<ul style="list-style-type: none"> If needed, second observation in BOTH Domains 1 & 4 completed and finalized in the iObservation site (Virginia Ramie)
April 26, 2024	School Site Administrator	ALL Annual Teachers (Category 1 and 2A)	<ul style="list-style-type: none"> Final Evaluation / Year End activities (all steps) electronically acknowledged by School Site Administrator and Classroom Teacher in the iObservation site (Virginia Ramie)
April 26, 2024	School Site Administrator	Probationary and Annual Contract Instructional Staff	<ul style="list-style-type: none"> Renewal recommendations to Superintendent due to Human Resources and Employee Relations (Heather Day)
May 24, 2024	Instructional Classroom Staff	ALL Instructional Classroom Staff	<ul style="list-style-type: none"> Course Verification / Student Growth Activity completed by Classroom Teacher and marked Acknowledged by School Site (Virginia Ramie)
May 24, 2024	School Site Administrator	Category 2 Teachers (PSC)	<ul style="list-style-type: none"> Final Evaluation / Year End activities (all steps) electronically acknowledged by School Site Administrator and Classroom Teacher in the iObservation site (Virginia Ramie)

Recommended Timeline for distribution of scoring the required 15 FTEM Elements for Category 1

Domain (number of elements)	Semester 1		Semester 2
	1 st Quarter	2 nd Quarter	3 rd Quarter
Standards Based Planning (3)	All 3		Only if semester 1 scores were rated below Applying
Standards Based Instruction (10)	3-4		The remaining 1-2
Conditions for Learning (7)	2-3		The remaining 1-2
Professional Responsibilities (3)	All 3		Only if semester 1 scores were rated below Applying
<p><i>*The number of elements above is indicative of scoring the minimum required 15 elements represented in the FTEM model at least once.</i></p>			

Recommended Timeline for distribution of scoring the required 18 FTEM Elements for Category 2

Domain (number of elements)	Semester 1		Semester 2
	1 st Quarter	2 nd Quarter	3 rd Quarter
Standards Based Planning (3)	All 3		Only if semester 1 scores were rated below Applying
Standards Based Instruction (10)	4-5		The remaining 2-3
Conditions for Learning (7)	3-4		The remaining 1-2
Professional Responsibilities (3)	All 3		Only if semester 1 scores were rated below Applying
<p><i>*The number of elements above is indicative of scoring the minimum required 18 elements represented in the FTEM model at least once.</i></p>			

Observations for Domains Standards-Based Instruction and Conditions for Learning
for both Category 1 and 2

REQUIRED OBSERVATION	Category 1 (PP/0, 01, 02)	Category 2A and 2 (Annual 03, 04, etc. or PSC)	*Struggling Teachers
Formal (Announced)	2	Not Required, but recommended (May be requested by the teacher)	As Determined By School Leader
Focused (Announced or Unannounced)	Not to exceed 4	2-4	As Determined By School Leader
Walkthrough	Unlimited Feedback Only	Unlimited Feedback Only	Unlimited Feedback Only

Non-Classroom Instructional Personnel (NCIPE)

Date	Step Completed by	Classification	Description
August 31, 2023	School Site Administrator	Non-Classroom Instructional Personnel	<ul style="list-style-type: none"> Deadline for providing overview to Non-Classroom Instructional Personnel on evaluation and observation instruments by administrators in accordance with the teacher contract (Virginia Ramie)
August 31, 2023	Non-Classroom Instructional Personnel	Non-Classroom Instructional Personnel	<ul style="list-style-type: none"> Deadline for staff to complete all components of "SDOC Employee Orientation, 2023-24" (20 days after initial start day) (Janice Franceschi)
September 29, 2023	Non-Classroom Instructional Personnel	Non-Classroom Instructional Personnel	<ul style="list-style-type: none"> Self-Assessment for Growth Plan completed and finalized in the iObservation site Elements selected, Growth Plan goal and action steps identified for administrative approval in the iObservation site (Virginia Ramie)
October 13, 2023	School Site Administrator	Non-Classroom Instructional Personnel	<ul style="list-style-type: none"> Selected elements, growth plan goal and action steps approved in the iObservation site (Virginia Ramie)
August 21, 2023 – January 26, 2024	School Site Administrator	Non-Classroom Instructional Personnel	<ul style="list-style-type: none"> Initial Professional Improvement Plan meeting conducted for staff needing improvement (Professional Development Department)
January 19, 2024	School Site Administrator & Non-Classroom Instructional Personnel	Non-Classroom Instructional Personnel	<ul style="list-style-type: none"> All Mid-Point Evaluations MUST be scored and finished in the iObservation site Mid-Point Evaluations electronically acknowledged by Administrator and Non-Classroom Instructional Personnel (Virginia Ramie)
April 26, 2024	School Site Administrator	ALL Annual Non-Classroom Instructional Personnel (NCIPE A)	<ul style="list-style-type: none"> Final Evaluations (part 1) End of Year activities (including scoring the selected elements and the Growth Plan) electronically acknowledged by Administrator and Non-Classroom Personnel in the iObservation site (Virginia Ramie)
April 26, 2024	School Site Administrator	ALL Annual Non-Classroom Instructional Personnel	<ul style="list-style-type: none"> Renewal recommendations to Superintendent due to Human Resources and Employee Relations (Heather Day)
May 24, 2024	School Site Administrator	PSC Non-Classroom Instructional Personnel (NCIPE)	<ul style="list-style-type: none"> Final Evaluations (part 1) End of Year activities (including scoring the selected elements and the Growth Plan) electronically acknowledged by Administrator and Non-Classroom Personnel in the iObservation site (Virginia Ramie)

Professional Support Staff

Date	Classification	Description
30 Work Days/Paid Holidays After Hire	New Teamsters PSS	<ul style="list-style-type: none"> • Thirty-day probationary evaluation electronically completed, finished, and acknowledged by Administrator and Professional Support Staff in the iObservation site (Virginia Ramie) • Professional Improvement Plan(s), if applicable, submitted to Human Resources
August 31, 2023	PSS	<ul style="list-style-type: none"> • Deadline for staff to complete all components of "SDOC Employee Orientation, 2023-24" (20 days after initial start day) (Janice Franceschi)
90 Work Days/Paid Holidays After Hire	New Teamsters, Education Staff Professionals, and New Non-Bargaining Unit PSS	<ul style="list-style-type: none"> • Ninety-day probationary evaluation electronically completed, finished, and acknowledged by Administrator and Professional Support Staff in the iObservation site (Virginia Ramie) • Professional Improvement Plan(s), if applicable, submitted to Human Resources
August 21, 2023 – January 26, 2024	PSS	<ul style="list-style-type: none"> • Initial Professional Improvement Plan meeting conducted for staff identified as needing improvement (Professional Development Department)
April 26, 2024	PSS and Education Staff Professionals	<ul style="list-style-type: none"> • Professional Support Staff Final Evaluations electronically completed, finished, and acknowledged by Administrator and Professional Support Staff in the iObservation site (Virginia Ramie) • Professional Improvement Plans(s), if applicable, submitted to Human Resources
April 26, 2024	Support Staff Non-Bargaining	<ul style="list-style-type: none"> • Renewal recommendations to Superintendent due in Human Resources and Employee Relations (Heather Day)

Administrative Staff

Date	Description
October 13, 2023	<ul style="list-style-type: none"> • Evaluation Focus/Goal Setting Meeting- Administrator completes the Self-Assessment and Growth Plan in the iObservation site. Specific targeted element(s), growth goal and the data sources to be used in validating goal attainment will be reviewed and approved by the evaluator. Document(s) will be submitted by electronic transmission in the iObservation site (Virginia Ramie)
January 19, 2024	<ul style="list-style-type: none"> • Mid-Point Meeting- Mid-year review of Growth Plan progress documented in the iObservation site (Virginia Ramie)
July 11, 2024	<ul style="list-style-type: none"> • Final Meeting- All Administrative Evaluations and Growth Plans electronically scored, finished, and acknowledged by evaluator in the iObservation site (Virginia Ramie)